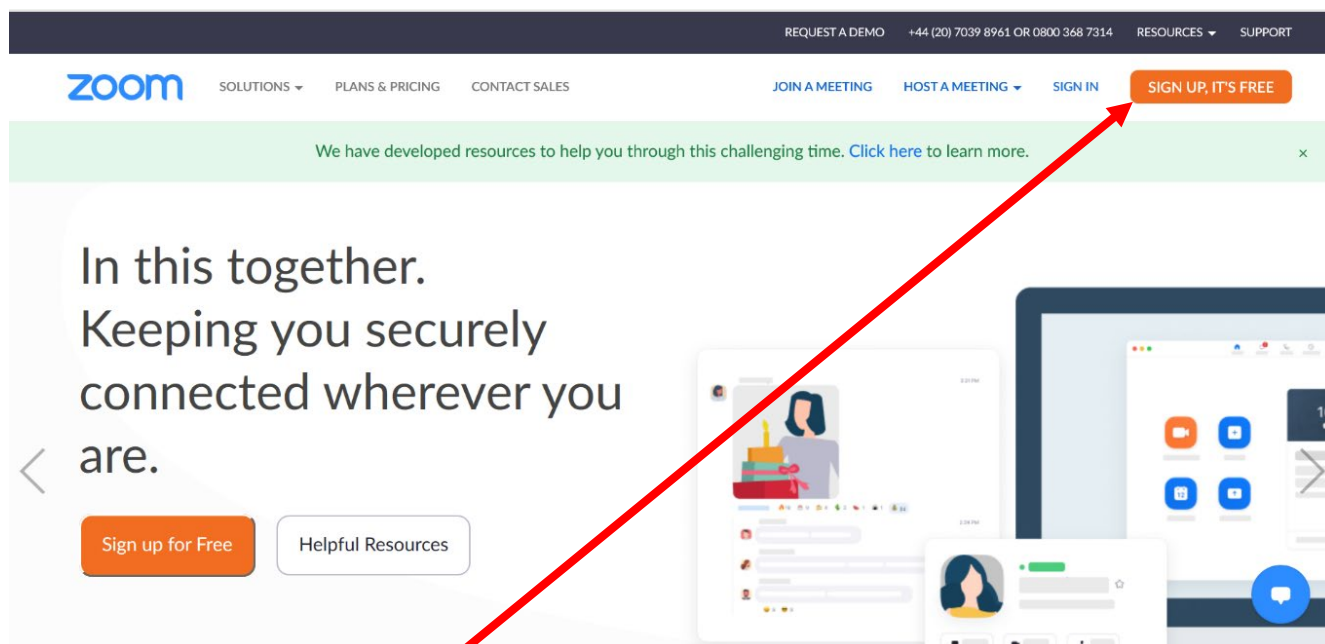


Step by Step guide to accessing Zoom:



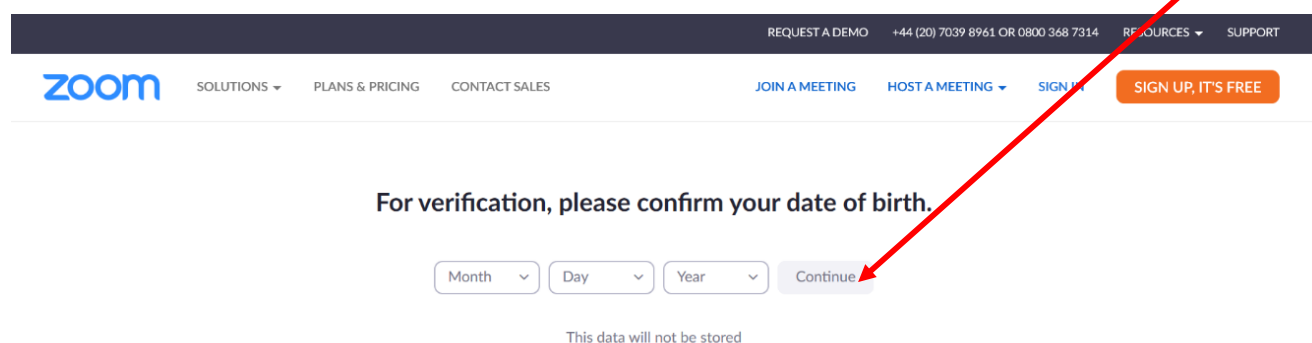
First go to <https://zoom.us/>

You will see this screen:



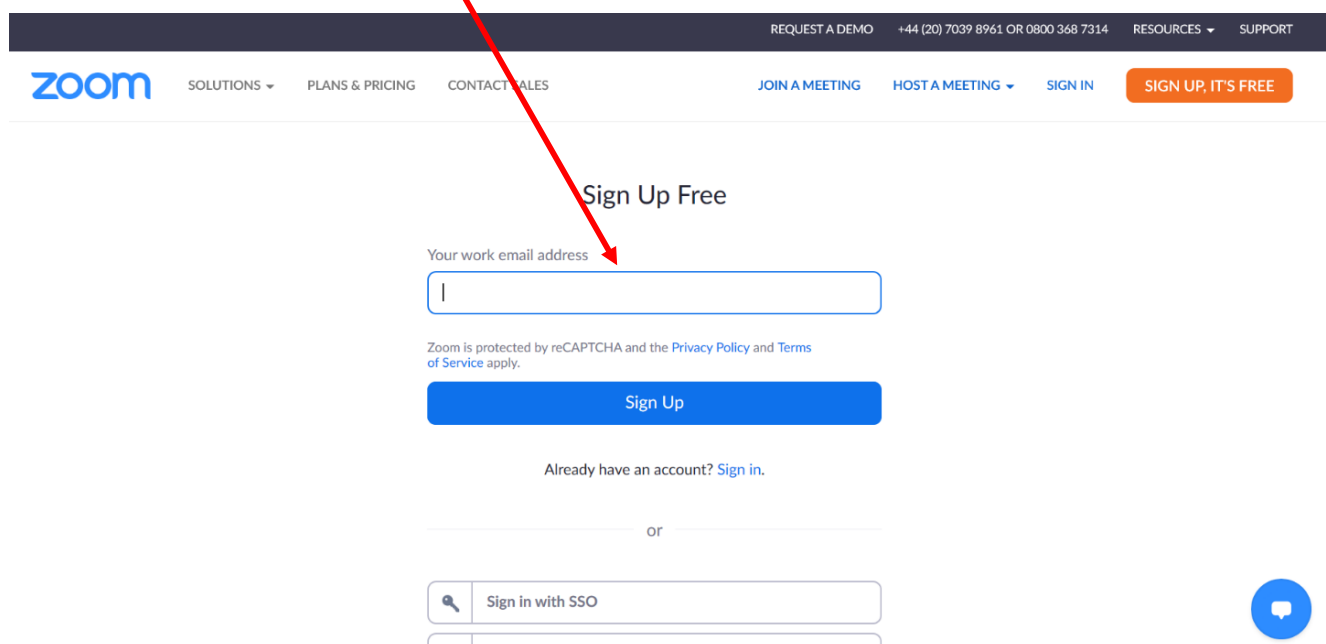
Click on 'Sign Up It's Free'

Complete the information on the next screen. Once completed, continue will turn blue. Click



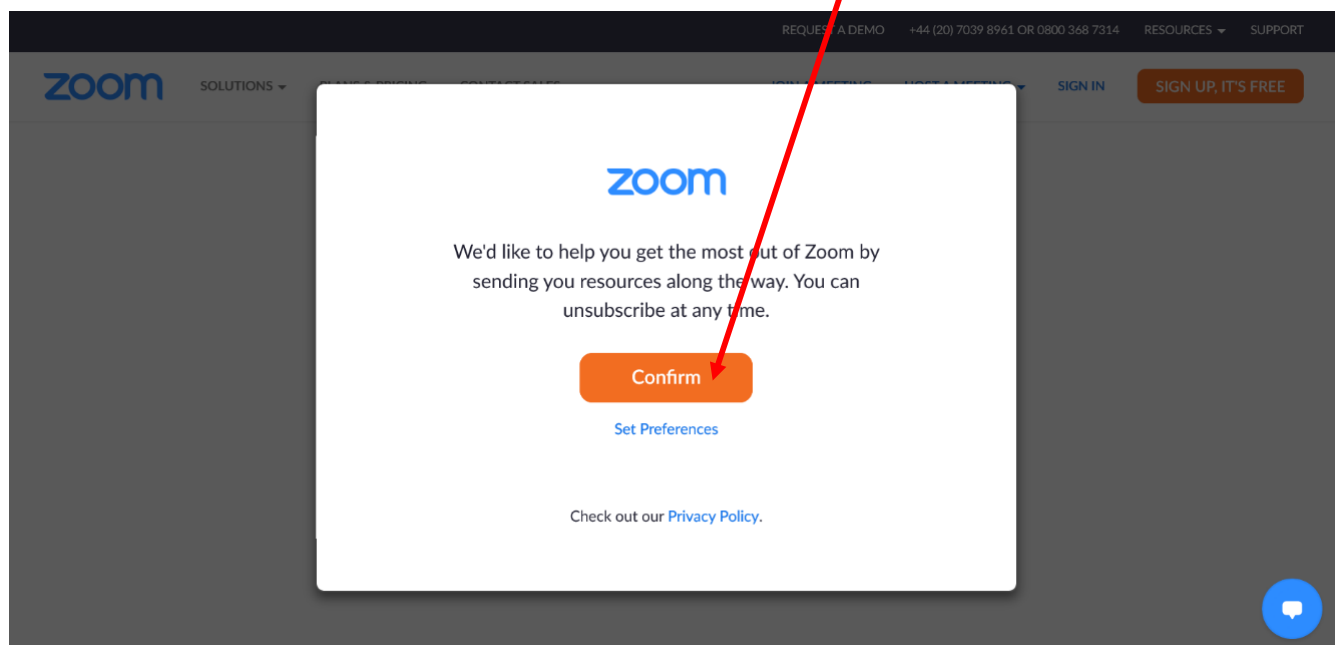
this.

On the next screen complete your e mail address (don't worry that it says work e mail address. Use your usual one)



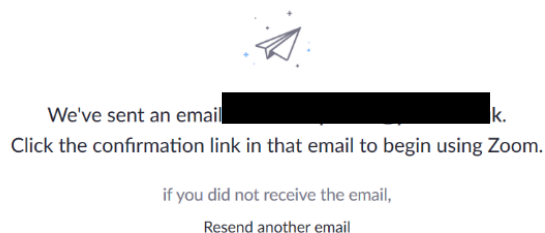
The image shows the Zoom 'Sign Up Free' page. At the top, there is a dark navigation bar with links for 'REQUEST A DEMO', '+44 (20) 7039 8961 OR 0800 368 7314', 'RESOURCES', and 'SUPPORT'. Below this is a white header with the Zoom logo and links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'JOIN A MEETING', 'HOST A MEETING', 'SIGN IN', and a prominent orange 'SIGN UP, IT'S FREE' button. The main content area is titled 'Sign Up Free' and features a text input field labeled 'Your work email address'. A red arrow points from the instructional text above to this field. Below the field is a small disclaimer: 'Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply.' followed by a blue 'Sign Up' button. Below the button, it says 'Already have an account? [Sign in.](#)'. At the bottom, there is a section for 'Sign in with SSO' with a search icon and a list of social media providers. A blue chat bubble icon is in the bottom right corner.

Once you click 'Sign Up' you will get this notification. Click Confirm.

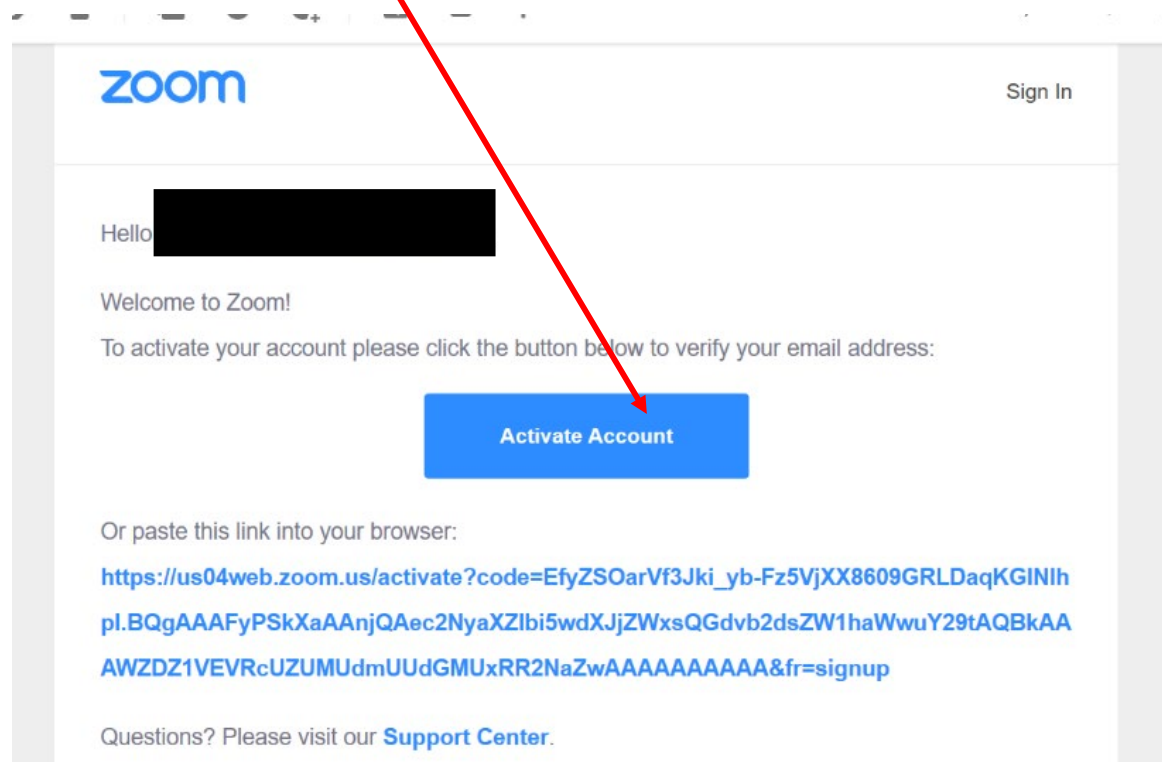


The image shows a Zoom confirmation modal window. The modal has a white background with the Zoom logo at the top. The text inside reads: 'We'd like to help you get the most out of Zoom by sending you resources along the way. You can unsubscribe at any time.' Below this text is an orange 'Confirm' button, which is pointed to by a red arrow from the instructional text above. Under the 'Confirm' button is a blue link for 'Set Preferences'. At the bottom of the modal, it says 'Check out our [Privacy Policy.](#)'. The modal is overlaid on a blurred background of the Zoom website's header and navigation bar.

You will then see this screen. (Don't worry, we blanked out the e mail address!)

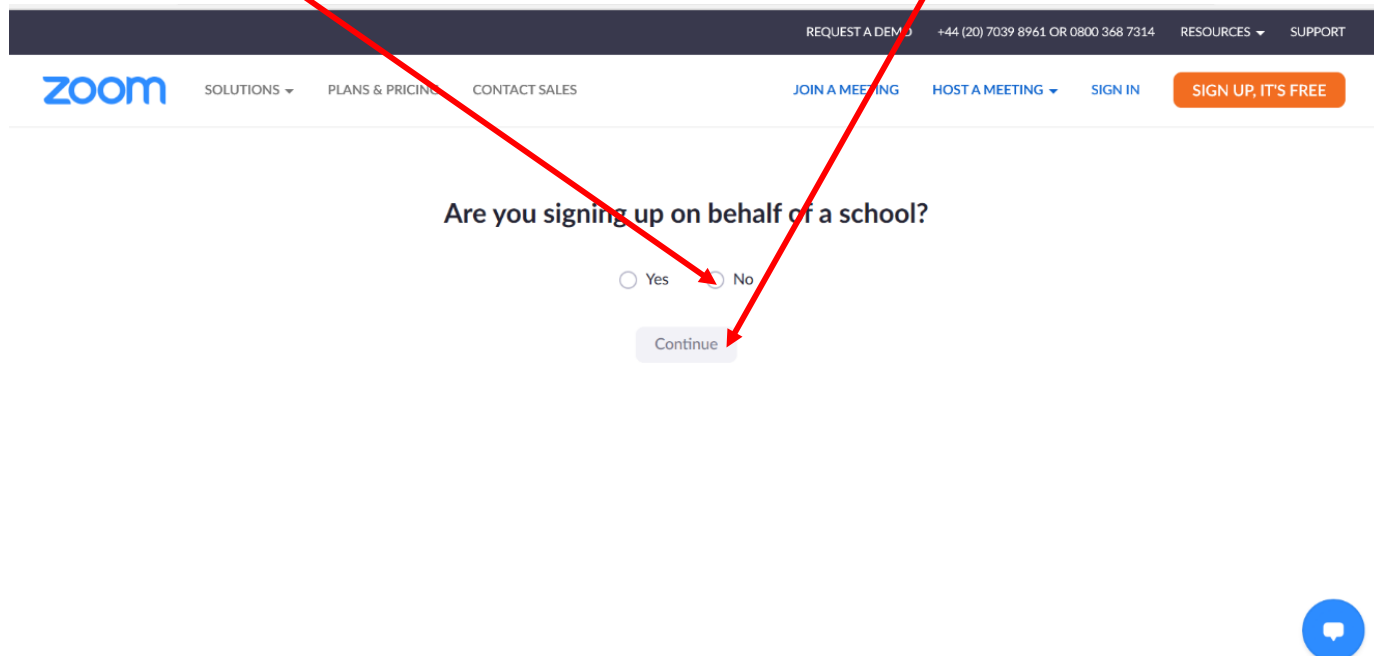


Go to your e mails and you will see one from 'Zoom'. It will look like this. Click on 'Activate Account'



When you click 'Activate Account' it will take you directly to this screen.

Click on 'No' Continue will turn blue. So click on 'Continue'



REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES SUPPORT

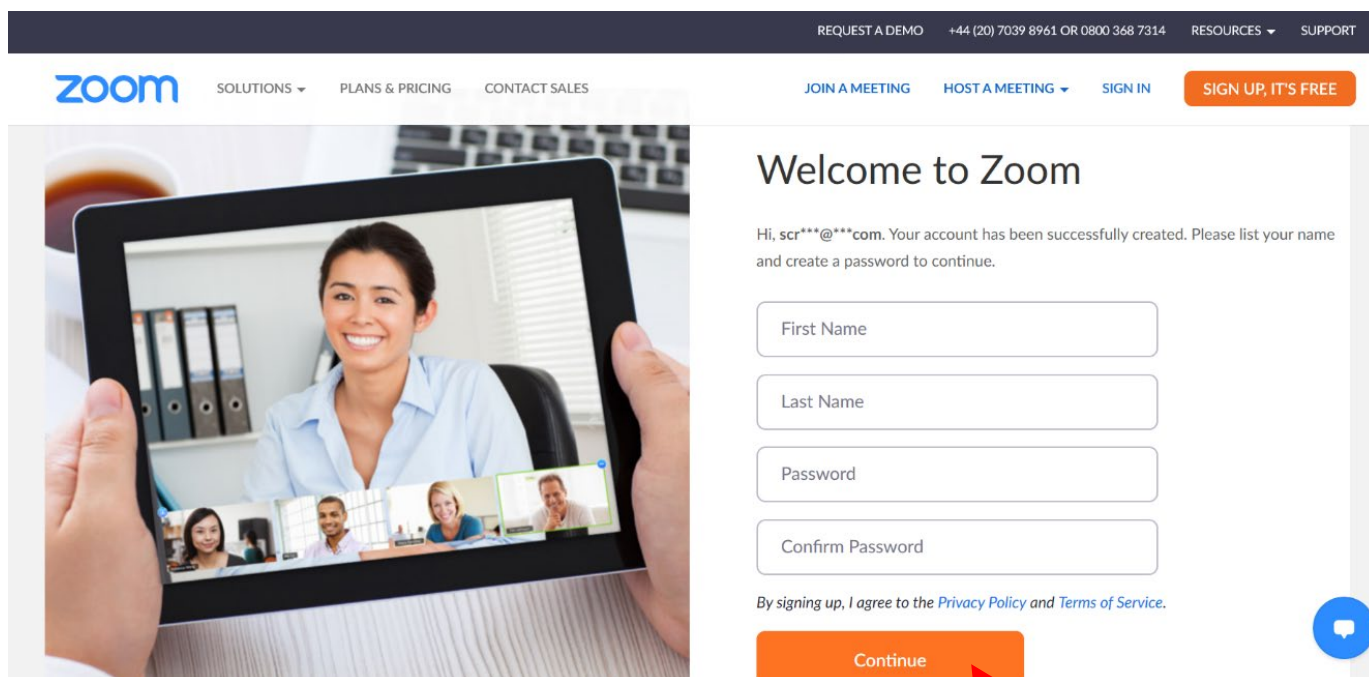
zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

Are you signing up on behalf of a school?

☐ Yes ☒ No

Continue

This will be your next page.



REQUEST A DEMO +44 (20) 7039 8961 OR 0800 368 7314 RESOURCES SUPPORT

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

## Welcome to Zoom

Hi, scr\*\*\*@\*\*\*com. Your account has been successfully created. Please list your name and create a password to continue.

First Name

Last Name

Password

Confirm Password

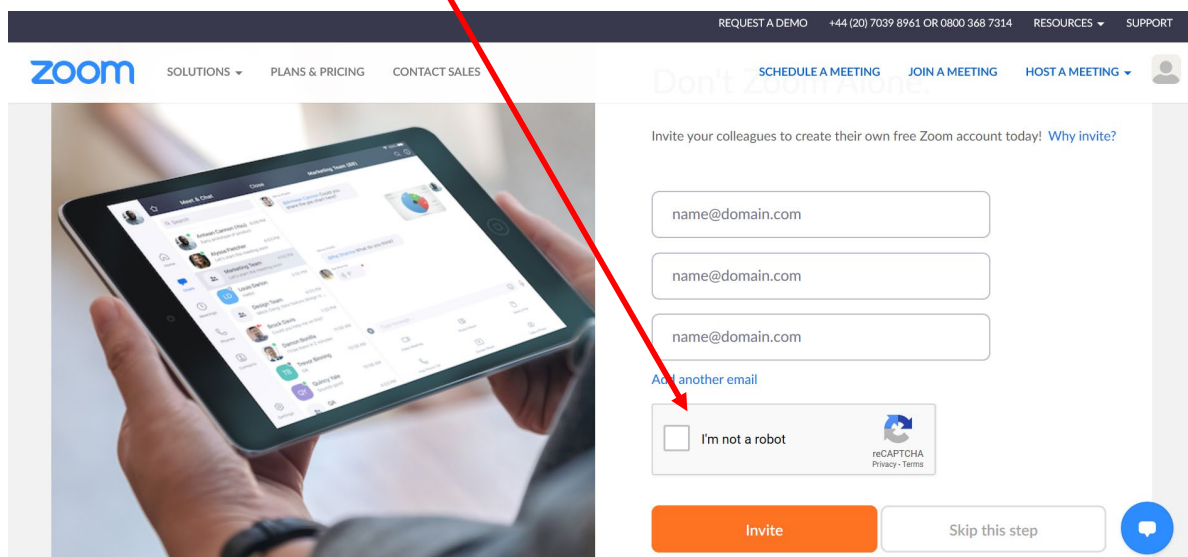
By signing up, I agree to the [Privacy Policy](#) and [Terms of Service](#).

Continue

Complete your details and choose yourself a password. Then click 'Continue'

The next page will look like this.

You can choose if you want to connect to any of your friends, or just to 'Skip this Step'. But first, tick 'I am not a robot'! You will get a green tick. Then choose to 'invite' or 'Skip'



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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Don't Zoom Alone


Invite your colleagues to create their own free Zoom account today! [Why invite?](#)

name@domain.com

name@domain.com

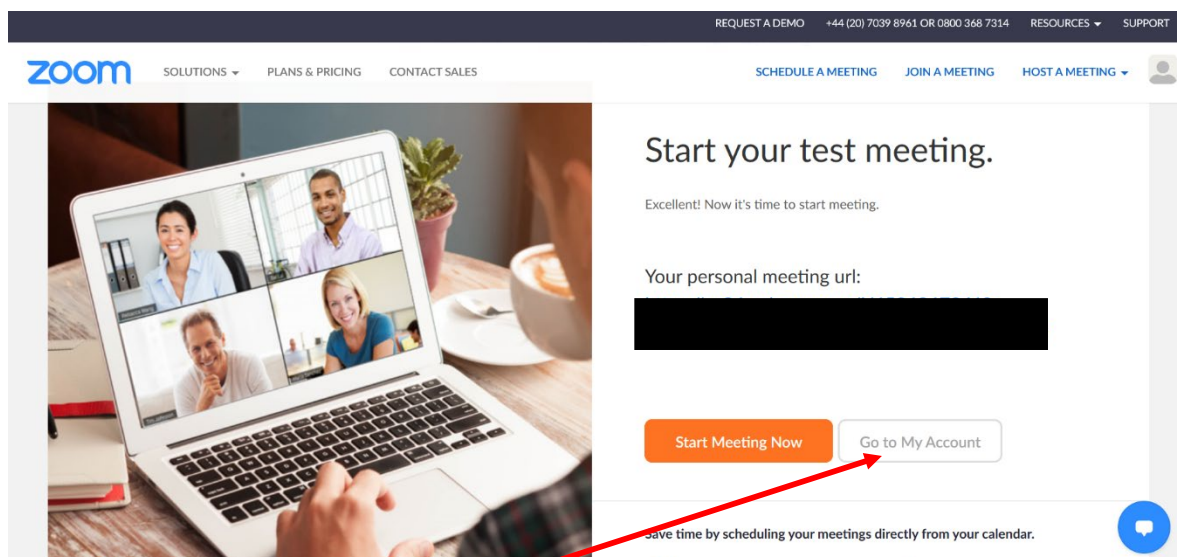
name@domain.com

[Add another email](#)

☐ I'm not a robot 

Invite Skip this step

Your next page will be similar to this



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SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Start your test meeting.

Excellent! Now it's time to start meeting.

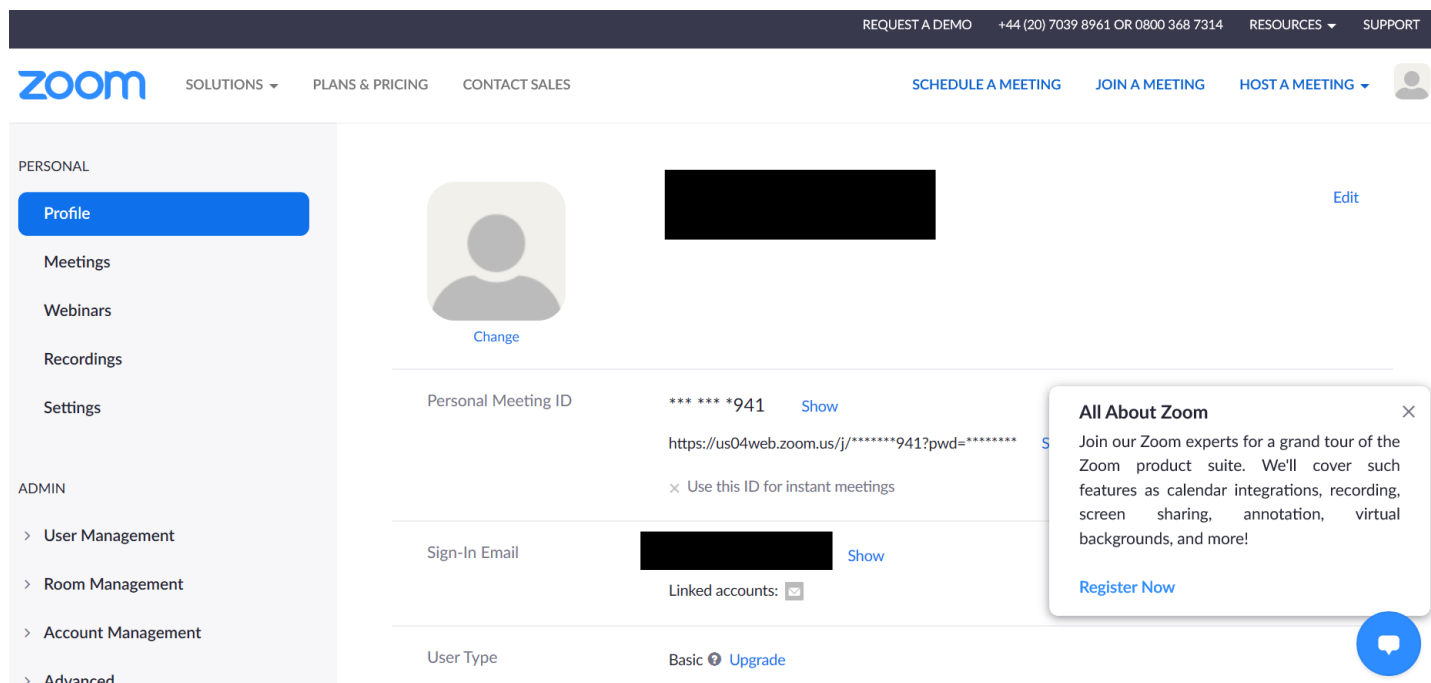
Your personal meeting url:

[Redacted URL]

Start Meeting Now Go to My Account

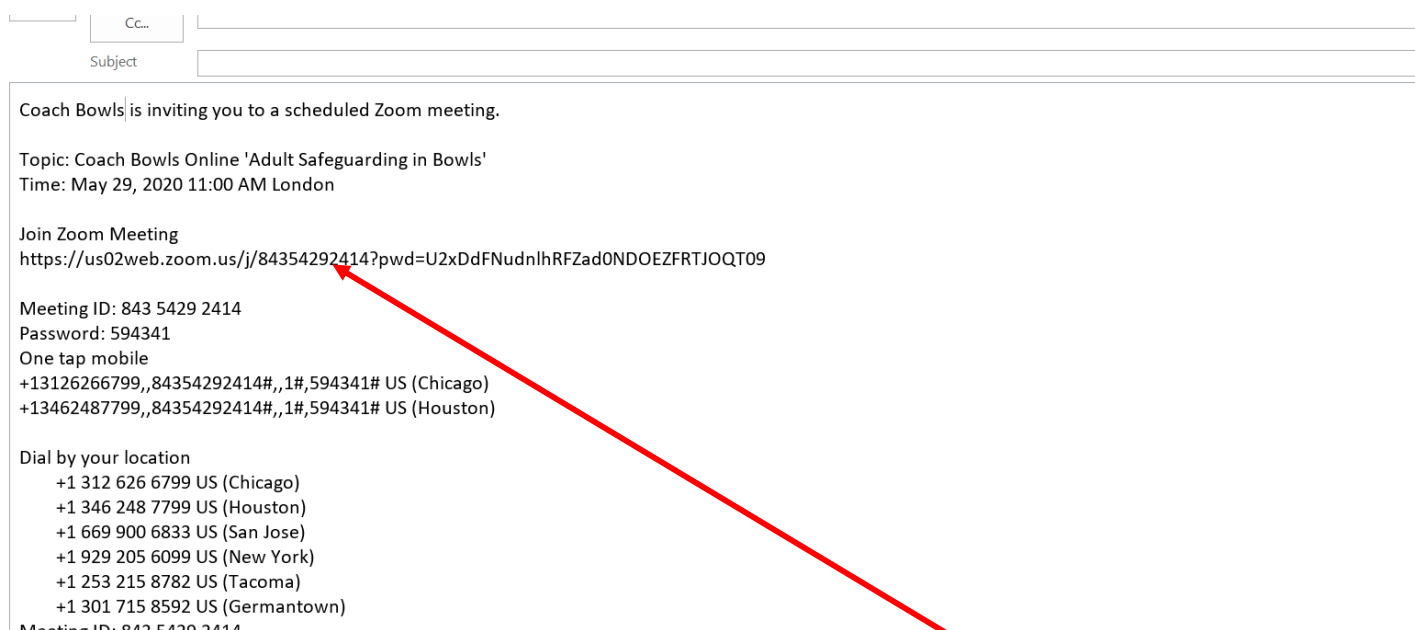
Save time by scheduling your meetings directly from your calendar.

Click on 'Go to My Account'



From here you can manage your account.

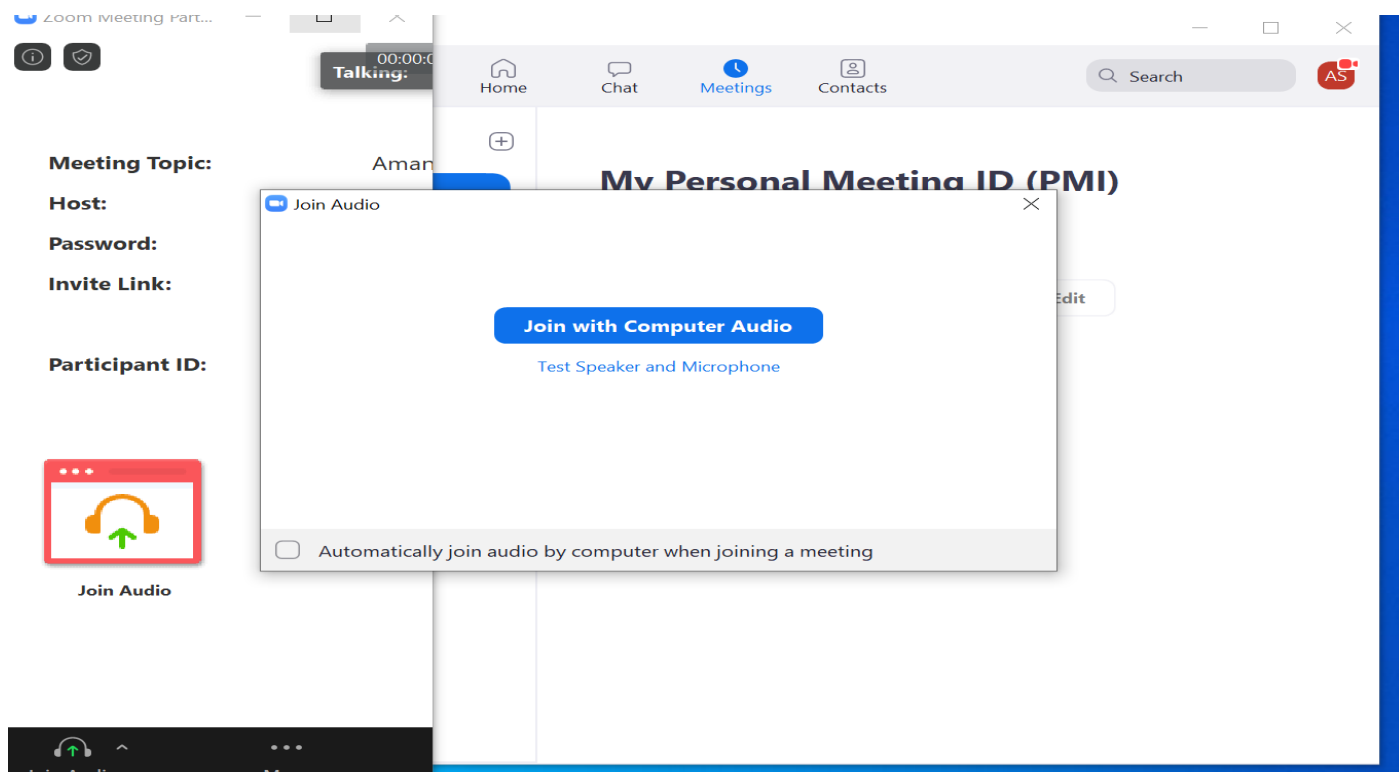
On the Day of your course, you will have had an invitation from Coach Bowls via e mail with a link. It will look like this.



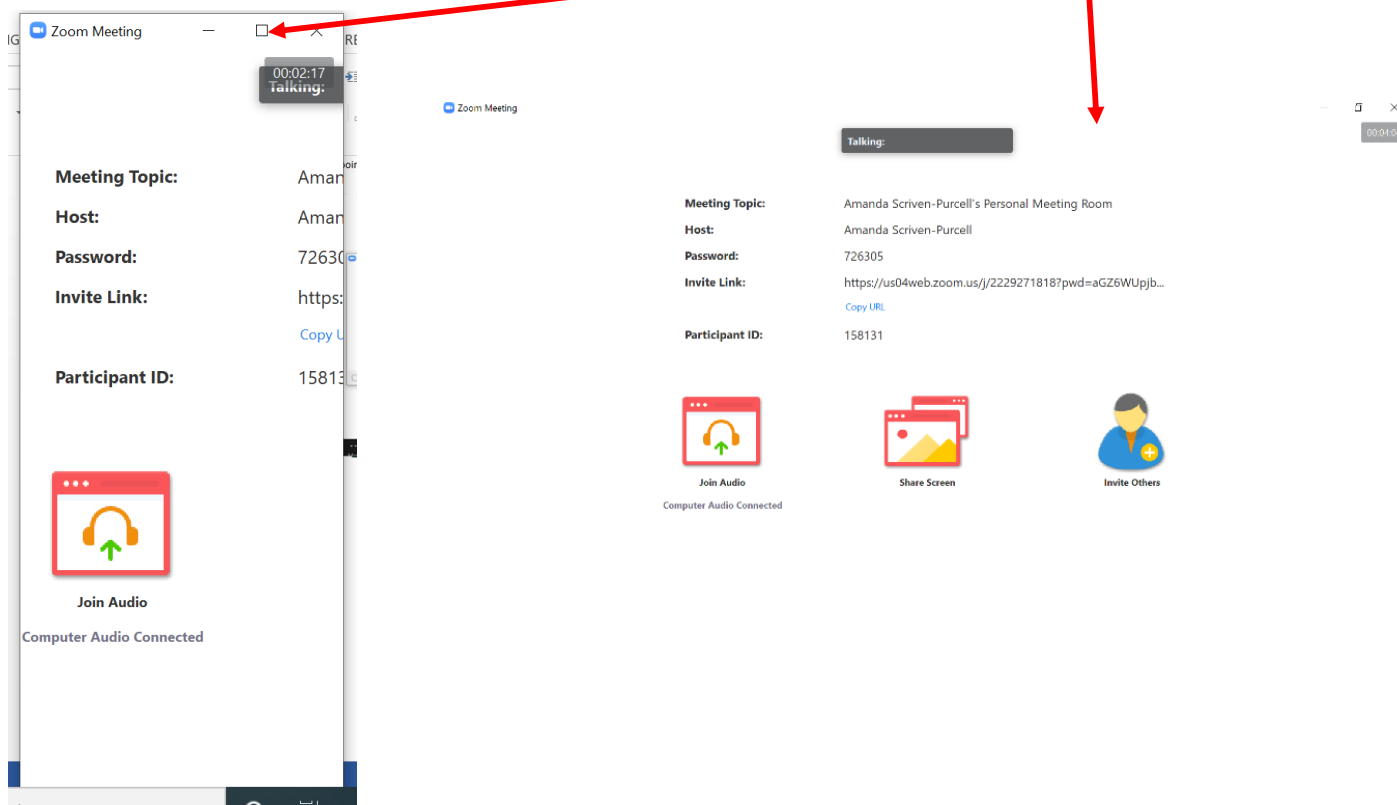
Obviously, your details will be different, depending on what course you are doing. 5-10 minutes before your course is scheduled to start, click on the 'join' link



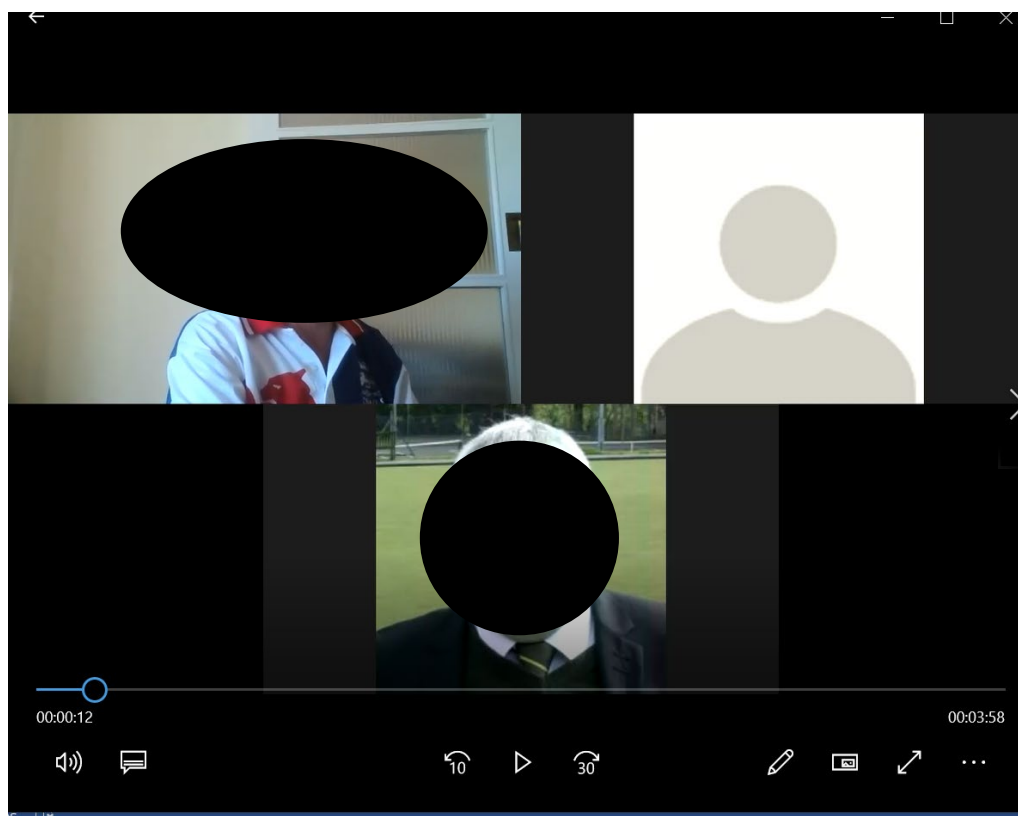
From this point, you will need to follow the prompts.



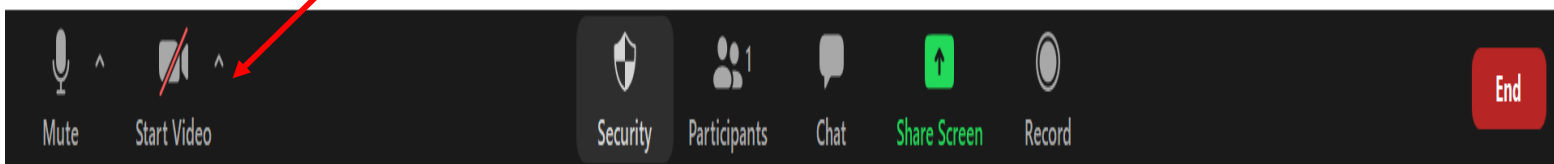
When you see this, click to maximise your screen and it will change to this



Your screen will then start to fill with people's faces who are joining you!



Take your cursor to the bottom left and make sure that your microphone and camera are switched on.



Then, make sure you are in gallery view

Hopefully one of the faces will look like this!

Amanda will be your tutor and she will guide you from here.

Remember to put your microphone on to mute unless you are asked to switch it on, have a drink (and snacks) nearby and you may want a pen and paper! (we will have a comfort break half way through.

See you on your course!

